February 13, 2014

Mr. Moses Hampton

Talbot Thingamajig, Inc.

4618 ¾ William Flynn Hwy.

Allison Park, PA 15101

Dear Mr. Hampton,

I hope you are well. I am writing to be considered for an overseas assignment with Talbot Thingamajig, Inc. Specifically, I am requesting to be assigned to help open a branch of the company in Italy. I chose to study Italy in my training course because I think Italy is an interesting culture to learn about. I a twenty-five percent Italian and I would like to learn more about the Italian culture.

Over the course of the next 7 ½ weeks, I expect to learn about Italy’s culture, food, business etiquette and some important phrases in Italian). Having this knowledge will allow me to learn more of Italy’s culture. My global networking class will prepare me for this knowledge because it will explain to me the different things of Italy’s culture compared to other cultures.

Lastly, I think I would be a great addition to this team because I am hardworking, responsible, and a team player. I am hardworking because I try my best at everything I do and I make sure I do it right. I am responsible because I take pride and charge at what I am doing and I don’t let people down. I am a team player because I play many different sports. I play soccer, basketball, and softball. I have been playing sports since I was three years old. I make sure I take charge to lead my team to victory.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Natalie Klaas

3925 Mt.Royal Blvd.

Allison Park, PA, 15101